

Directions: Please complete shaded areas below.

Department Name: Miami-Dade Transit Agency, Park and Recreation Department

Project Name: Enterprise Property and Structures Document Repository

Project Amount:

Preparer Name & Contact Information:

Project Type: Please check (✓) one.



Enterprise



Communities of Interest



Department Specific

Funding Source: Please check (✓) one.



GF Capital



Proprietary Capital



Mandated Requirement

(If checked (✓), please indicate who is mandating this request as well as the time frame)

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Department Priority of Initiative (1, 2, 3, etc.)

Section A

Background:

Provide any relevant background information to include existing investments in the proposed project. If applicable, please include any information explaining why this is a mandated project.

Miami-Dade County has an enterprise electronic document management system (EDMS). The EDMS environment has a revision control component that will accept any type of document. The revision control component has security including check-in/check-out capabilities.

The Miami-Dade Transit Agency (MDT) needs to respond to a safety audit finding that mandated MDT to put in place a system to track revisions to all Transit systems and facility as-built drawings.

The Miami-Dade Park and Recreation Department (MDPR) has a need to control their park and facility electronic drawings and documents. The drawings and documents are shared between the main administrative office and several regional centers.

Problem Statement:

Define the problem, need, or opportunity.

The Enterprise Technology Solutions Department (ETSD) has met with several County departments that need to control their engineering and architectural drawings and other documents relating to properties and structures. These needs are the same as MDT and MDPR. The need to control the versioning of AutoCAD drawings and property documents. These departments include Park and Recreation, Water and Sewer, Solid Waste, Port of Miami – Seaport and General Services Administration.

ETSD is estimating that there are up to 10 million drawings throughout the County that can be controlled in the enterprise EDMS environment.

The Park and Recreation Department has a need for storing extensive capital improvement and property records. During the capital improvement process there are many documents that need to be shared between various functional areas. These areas include finance, construction, project management, procurement and correspondence.

The Park and Recreation Department also have documents of historical significance relating to property and structures. These documents include deeds, property dedications, site plan approvals and other documents.

Solution:

What is the proposed solution?

The opportunity is to develop a single property and structure repository that all County departments could utilize in the enterprise EDMS environment. An analysis would involve several of the user departments to design a single repository. The repository would have security ensuring that only authorized individuals could view and/or modify drawings.

Expected Benefits / Direct Payback:

State the benefits of solving the problem or reaching the goal. Hints: "How the project will reduce costs (perhaps from reducing redundant tasks such as data entry), better decision making at each step of a process (perhaps due to more accurate and timely information), or improved efficiency (thanks to fewer steps to process a transaction).

Specify collective benefits and identify benefits that are specific to each stakeholder. Wherever there are metrics (numbers or targets) for improvement, be sure to include them. Examples: "Reduce communications costs by 20%" or "Increase revenues by \$1,340,500 in fiscal year 2007.

The drawings and documents would be placed into the controlled EDMS environment. These drawings and documents would then be accessible to authorized individuals at any facility on MetroNet. The drawings and documents would not have to be retrieved from a central paper storage room. A set of drawings, documents or historical information for a facility would be easy to retrieve and complete.

Miami-Dade Transit would be in compliance with their safety audit findings.